

***NATIONAL WEATHER SERVICE INSTRUCTION 10-802***

***AUGUST 16, 2002***

***Operations and Services***

***Aviation Weather Services, NWSPD 10-8***

***AVIATION OUTREACH***

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***SUMMARY OF REVISIONS:*** Supersedes Weather Service Operations Manual (WSOM) Chapter D-23, "Special Aviation Forecasts and Events," Issuance 79-11, dated Aug. 23, 1979, WSOM Chapter D-83, "Aviation Weather Seminars and Flight Safety Clinics," Issuance 74-19, dated September 16, 1974, and WSOM Chapter D-91, "State Aviation Liaison Office Program," Issuance 83-16, dated June 27, 1983.

SIGNED

8/16/02

Gregory A. Mandt

Date

Director, Office of Climate, Water, and Weather Services

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**1. Purpose.** This instruction outlines procedures to be followed for participation by NWS field offices in aviation outreach activities. Field offices include the Aviation Weather Center (AWC), Weather Forecast Offices (WFO), and Center Weather Service Units (CWSU).

**2. Background.** Aviation outreach activities usually encompass two areas: Special Aviation Forecasts (SAF) and Events, and Aviation Weather Seminars (AWS). Each area is described below. However, other outreach events can, and should include activities such as visits by Aviation Focal Points to airline dispatch offices and Federal Aviation Administration (FAA) Flight Service Stations.

**2.1 Special Aviation Forecasts and Events.** Special aviation forecasts and events are non-recurring events and may require on-site support. Products and services provided are only for protection of life and property. Official weather briefings at these events will be conducted by certified pilot weather briefers from the FAA. The following are categories of events where NWS participation is permitted or should be considered:

- a. International aviation events held in the United States.
- b. International aviation events held in other nations where the World Meteorological Organization or the International Civil Aviation Organization has requested NWS support.
- c. International events where a NOAA/NWS presence is requested and private sector support is not appropriate.
- d. Aviation flights in support of emergency or rescue efforts.

The NWS provides critical weather forecasts for pilots who rely on these products for safe flight, and for the general public exposed to hazardous weather conditions which may become a safety issue at these events.

**2.2 AWS.** AWSs fall into one of three categories: pure aviation weather seminar or discussions of items like procedures for obtaining briefings; aviation weather broadcasts; or aviation safety clinics.

Generally, the NWS does not have funds to appear at every outreach opportunity. However, the NWS will take full advantage of aviation industry and user functions which present one of the three outreach opportunities listed above. Regularly scheduled meetings of pilot groups, ground schools, and other aviation related activities offer excellent outreach opportunities. Often, user groups initiate the request for the NWS to participate; however, this does not mean the NWS cannot also take the initiative in offering its services. Any NWS field office can offer the use of NWS facilities for specific items like AWSs, as long as such action would not interfere with normal operational duties. For small groups, this can be the most effective method of presentation because the audience can observe the functions of a field office and its equipment.

Some outreach opportunities require the audience to pay an attendance fee. NWS personnel may make presentations at such occasions, but preference should be given to those seminars and clinics which are free to the public.

**3. Duties.** Each area of outreach has duties specific to its course of business. These are documented below.

**3.1 Special Aviation Forecasts and Events.** SAFs are issued for those items identified in Section 2.1. Products and services provided are only for protection of life and property. The content of SAFs should be limited to synoptic feature discussions and weather conditions expected to be of concern to the pilot during the flight. Forecasters should employ all available computer generated programs which create unique outputs for these special aviation events, and make the outputs available to the FAA or private sector event briefing official.

Provide destination and alternate forecasts for the Estimated Time of Arrival of any aircraft flying Instrument Flight Rules. Special flight forecasts will be written for the flight's estimated duration plus 1 hour. Do not exceed the original time period for forecasts containing specific values of ceiling, visibility, wind aloft, and similar information (24 hours for Terminal Aerodrome Forecasts (TAFs)).

Forecasts should be either in the form of TAFs, or routes or local vicinity forecasts. New Transcribed Weather Broadcasts (TWEBs) may be generated or existing TWEBs enhanced to provide information pertinent to IFR flights.

**3.2 AWS.** AWSs provide an opportunity to members of the aviation community to improve their awareness of meteorological conditions related to aviation as well as a review of current NWS aviation weather programs. They also give the aviation community a chance to discuss weather problems and suggest new ideas to NWS personnel. Any NWS employee whose duties include an aviation weather function may participate in an AWS. Normally, the MIC or their designated Aviation Focal Point (AFP) will arrange for NWS participation in AWSs. Other NWS employees may make preliminary arrangements for AWSs if an opportunity presents itself. Arrangements can then be finalized after coordination with the employee's MIC and AFP. This

includes seminars an employee might voluntarily conduct on his time off. However, whenever possible, employees participating in an AWS should be on duty status. Normally, AWSs are scheduled sufficiently in advance to allow NWS participation. NWS personnel cannot accept compensation for their participation in either aviation weather seminars or safety clinics.

**4. Logistics and Materials.** The following sections detail coordinating logistics and materials support for aviation outreach activities.

**4.1 Special Aviation Forecasts and Events.** The Office of Climate, Water, and Weather Services (OCWWS), National Weather Service Headquarters (NWSH) will provide a portable display for aviation events. In order to facilitate display availability scheduling, field offices should submit requests for displays to their Regional Aviation Meteorologist (RAM) or equivalent eight to ten weeks in advance of the event. RAMs then should submit display use requests to OCWWS, NWSH, who will resolve scheduling conflicts.

Literature should be tailored to the event with respect to subject matter and quantity. Aviation events should have not only aviation-related literature (NOAA/NWS and FAA), but also other NOAA/NWS literature, i.e., disaster preparedness, NOAA Weather Radio, etc.

Each RH will be responsible for travel and per diem for local and regional events per NWS regional travel policy. NWSH will be responsible for supporting travel, per diem, communications costs, and equipment rentals for national and international events.

**4.1.1 Levels of Special Aviation Events.** There are four levels of special aviation events the NWS usually provides support for:

- a. Local events occur near a NWS office and usually have only local participants. Personnel from field offices (usually WFOs) should support these events when possible as long as support does not hinder operational duties. WFOs may obtain support from their RH.
- b. Regional events occur at the same or various locations within a NWS region. Participants are usually from the same or adjoining states but may also be of limited national extent. Generally, WFOs should provide support with the assistance of RH.
- c. National events occur at the same or various locations in the U.S. Participants are from across the country and the event's activities can extend beyond one NWS region. Personnel from NWS field offices, RH, and NWSH will provide as much support as possible.
- d. International events can occur either in the U.S. or in foreign countries. NWS personnel support will be handled in the same manner as described for national events.

**4.2 AWS.** Many field offices have material which can be used in AWSs. Further, films, slides and handouts are often available from the appropriate RH. WFOs can obtain any NWS

print media from the Kansas City National Logistics Support Center. The offices can obtain other weather-related media from the FAA Academy at Oklahoma City. Coordinate requests for handout material through the RAM at the appropriate RH. Be sure to obtain materials well in advance to ensure availability.

Preparation is easiest when the choice of topic is left to the person making the presentation. This allows the speaker to choose a topic with which they are familiar. For those occasions when a topic is requested and the topic is not familiar, the station library and regional Scientific Services Division can all be good sources of information.

Discussions at an AWS will normally cover existing NWS services, procedures or established meteorological theory. Avoid controversial or sensitive subjects such as the establishment of stations, installation of radar equipment, unapproved budget requests, etc.

**5. Conduct.** NWS personnel who participate in any aviation outreach activity must remember they are professional representatives of the NWS and should conduct themselves accordingly. They should also be aware an occasional disgruntled user can ask hostile questions, and they should be prepared to handle such situations with tact and discretion. In the event a controversial topic arises at an outreach activity, the person making the presentation will record any complaints received, including contact data for the individual(s). Further, they will let any individuals raising such issues know their complaints will be relayed to the appropriate level in the NWS who can address the issue. Finally, they should let the individual know they will follow up with them once they receive an answer from the appropriate NWS office.

**6. Documentation.** Summary reports of NWS participation in aviation outreach events will be sent by each field office to the RH (Attn: RAM) and OCWWS, NWSH twice a year, in June and December, covering the previous six (6) month period. NOTE: Some field offices already do this as part of another report (WFOs, as a part of the WCM report). Therefore, duplicate reports will not be generated. Negative reports are required.

**7. State Newsletters.** All AFPs should make an effort to see that state aviation literature, if available, is being sent to the following office:

Office of Climate, Water, and Weather Services  
National Weather Service Headquarters  
1325 East-West Highway, SSMC2  
Silver Spring, MD 20910